



**DEPARTMENT OF THE NAVY**  
**PERSONNEL SUPPORT ACTIVITY**  
**937 NORTH HARBOR DRIVE**  
**SAN DIEGO, CALIFORNIA 92132-5190**

PERSUPPACTSANDIEGOINST 7410.5J  
Code N8  
25 Sep 98

PERSUPPACT SAN DIEGO INSTRUCTION 7410.5J

Subj: TIMEKEEPING INSTRUCTIONS FOR CIVILIAN LABOR ACCOUNTING

Ref: (a) NAVCOMPT Manual, Vol. 3  
(b) DCPS Customer Guide for Employing Activities  
(c) Civilian Pay & Procedures Manual, Vol. 8  
(d) Title 5, U.S. Code, Chapters 61/63

Encl: (1) Timekeeping Procedures  
(2) Sample of Properly Completed Time Cards  
(3) Sample of properly completed SF-71  
(4) Sample of properly completed Time & Attendance Report  
(5) Sample of properly completed NAVCOMPT Form 2282

1. Purpose. To publish timekeeping procedures that provide effective management controls and ensure compliance with reference (a) and incorporate procedures defined in references (b), (c) and (d).

2. Cancellation. PERSUPPACTSANDIEGOINST 7410.5H

3. Background. Timekeeping procedures are required for all civilian personnel attached to PERSUPPACT San Diego and its detachments. Reference (a) requires effective control and accuracy in timekeeping. All civilian and military supervisors will comply with the procedures in enclosure (1). Enclosures (2) through (4) are provided to assist personnel in preparing accurate time and attendance records. Enclosure (5) is a sample of overtime/compensatory time request and authorization.

4. Action. Civilian personnel are responsible for their own time cards and shall review and comply with the provisions and procedures in enclosure (1).

  
J. A. DAWSON

Distribution:  
PERSUPPACTSANDIEGOINST 5216.1H List II

25 Sep 98

TIMEKEEPING PROCEDURESDETACHMENT TIMEKEEPER

All detachment Officers in Charge will designate a timekeeper as a collateral duty to implement and administer the time and attendance reporting function.

PRIVACY ACT PROVISIONS

Sufficient internal controls are inherent in PSA's information technology network to deem Email a legal method of transmitting civilian time cards and leave papers. "PRIVACY ACT PROTECTED DATA, FOR OFFICIAL USE ONLY" shall be inserted in the Email as the first line of text, prior to forwarding any attachments containing Social Security Numbers.

TIME CARDS

Employees will be forwarded an electronic time card as an MS-Word document for use in recording their time and attendance information. All electronically filled out time cards will include the Employee ID (Social Security Number), activity UIC, organization code (ORG), Employee Name, Pay Period Ending Date (PPE), default schedule, and exceptions to the default schedule.

<u>ORG</u> <u>CODE</u>	<u>DETACHMENT</u>	<u>ORG</u> <u>CODE</u>	<u>DETACHMENT</u>
ASDAA	STAFF	ASDGG	CORONADO
ASDAL	ALBUQUERQUE	ASDHH	CAMP PENDLETON
ASDBB	PT LOMA	ASDHU	PORT HUENEME
ASDCC	NAVSTA SD	ASDLE	LEMOORE
ASDCL	CHINA LAKE	ASDMO	MONTEREY
ASDDD	BALBOA	ASDOK	OKLAHOMA CITY
ASDDV	DENVER	ASDPM	POINT MUGU
ASDFA	FALLON	ASDSW	ASW
ASDFF	NORTH ISLAND		

Employees will forward their timecards and any applicable SF-71s each pay period to their supervisors as Email attachments. After review, the supervisors shall forward the timecards and applicable SF-71s to the detachment timekeeper as Email attachments, stating in their email that the timecards are approved.

The detachment timekeeper will verify that exceptions on the timecards are supported by appropriate documentation. Using the data on the timecards, the detachment timekeeper will compile the Time and Attendance (T&A) Report in Excel format, using the coding instructions at the top of the form. This report is time and attendance by exception, which means an empty block during the workweek indicates the employee was AT WORK for the normally scheduled shift. The timekeeper must be sure to fill in the header information correctly. It is not necessary to print the timecards. A copy of the T&A report may be printed to be used as a worksheet while viewing the timecards on screen.

### TIMELINESS

The detachment timekeeper will forward the T&A Report as an Email attachment to the OIC/AOIC for final review. The OIC/AOIC will then forward the Email attachment to the PSA Customer Service Representative (CSR) prior to noon on Thursday prior to the end of each bi-weekly pay period. Preparation of payrolls will not be delayed as a result of missing time cards or insufficient T&A information. Annual leave will be charged if accurate information cannot be provided by the CSR's deadline for time and attendance input. If annual leave is not available to an employee under the above circumstances, the employee will be placed in a nonpay status until the information is furnished to the CSR, at which time retroactive payment will be effective on the subsequent payroll. The OIC and detachment timekeeper must establish appropriate deadlines for receipt of employee timecards in order to meet the T&A report deadline. In the event of systems failure, a faxed submission signed by the OIC/AOIC will be accepted.

### ELECTRONIC RECORDING OF TIME

The use of time clocks is waived. The following conditions apply to electronic time cards.

- a. Employees will initially fill in the information which remains constant (Employee ID, UIC, ORG Code, Name, and Default schedule) and save the file as an MS-Word document, using their last name as the filename. This file will be used as a template each pay period.
- b. For each pay period, the employees must fill in the current pay period ending date and any exceptions to their default schedule in 24-hour time on a current, day-to-day basis. Any variance from normal work hours must be supported by approved documentation.
- c. The electronic Application for Leave (SF-71) must reflect the same times and dates as recorded on the time cards. The SF-71 can accommodate more than one period of leave and more than one type of leave to minimize the number of files to be transmitted. The SF-71 should be submitted and approved before departure. In emergency cases, the SF-71 is to be submitted on the first day of return to work.
- d. The number of hours and exception type will be reflected in the LV/OTH EXC TYPE column. If leave is taken for the full day, the exception beginning and ending times will be left blank. If leave is taken for less than a full day, the exception beginning and ending times will reflect the ACTUAL time at work. If leave is taken in the middle of the day, using the "enter" key will add another line to accommodate two sets of beginning and ending times. If no exceptions are indicated, it will be assumed that the employee worked his/her normally scheduled shift.
- e. If the time worked changes after submission of the cards to the detachment timekeeper, a corrected time card filled out with only the affected days shall be submitted via the supervisor as soon as the change is known. If the T&A report has already been submitted, a corrected T&A report showing the corrections in red font must be submitted to the CSR.
- f. Certification should be made by the official most knowledgeable of the time worked and the absences of the employee, normally the immediate supervisor.
- g. Annual and sick leave balances for employees transferring from other government activities are furnished to the DFAS Denver payroll office. Prior to receipt of the official leave record, the leave

balances from the last leave and earning statement issued to the employee by the losing activity payroll office may be used to avoid loss of pay. Upon receipt of the official leave record, the payroll office will make any necessary adjustments.

### HOURS OF WORK

Any changes from the normal eight-hour day, 40-hour workweek must be approved and submitted to the CSR prior to the pay period in which it starts.

Overtime hours will be recorded daily in the exception column in increments of hours and tenths of hours. Minimum credit for overtime is six minutes. Note approval requirements.

Exceptions will be annotated on the time cards using the following abbreviations which are consistent with the Defense Civilian Payroll System pay codes:

Absent Without Leave	(KC)	Holiday Leave	(LH)
Annual Leave	(LA)	Leave without Pay	(KA)
Comp Time Earned	(CE)	Military Leave	(LM)
Comp Time Taken	(CT)	Restored Leave	(LR)
Continuing Pay	(LT)	Sick Leave	(LS)
Court Leave	(CL)	Suspension	(KB)
Excused Absence	(LN)	Workers' Compensation	(KD)

Temporary Change of Shift (Timecard only) (TCS)

Permanent shift changes should be indicated with the effective date of change in the remarks section of the card. No shift shall commence prior to 0600 nor extend beyond 1800.

### APPROVAL OF OVERTIME, COMPENSATORY TIME, AND HOLIDAY WORK

Pending development of an electronic form, all overtime, compensatory time and holiday work will be approved in advance and in writing by the Officer in Charge or Staff Department Head on an Overtime Request and Authorization (NAVCOMPT Form 2282) (enclosure 5). In emergency cases where there is not sufficient time to get written approval, telephone approval and date must be documented on the NAVCOMPT Form 2282. Complete and detailed justification to explain a real necessity for the overtime, compensatory time, or holiday work must be provided on the NAVCOMPT Form 2282. Non-exempt employees cannot be required to take compensatory time instead of being paid overtime unless they request it. Non-exempt employees should annotate the request with the signed statement "I elect to accept compensatory time in lieu of overtime." Written approvals will be sent to the Comptroller who will retain originals for cost accounting and audit purposes.

Overtime is not to be used as compensation for leave. Overtime will generally not be approved for anyone taking annual leave in the same pay period.

Earned compensatory time should normally be used prior to annual leave unless annual leave will be forfeited. Compensatory time may be carried for one year from the date it was earned, after which any unused compensatory time will be paid at the overtime rate at which it was earned. Every effort should be made to encourage employees to use their earned compensatory time expeditiously prior to conversion to overtime.

#### LEAVE APPROVAL

An Application for Leave shall be furnished via Email to the detachment timekeeper for all absences. All sick leave in excess of three days must ordinarily be supported by a medical certificate. Annual leave advanced beyond current accruals and LWOP must be approved by the Officer in Charge or Staff Department Head. Sick or annual leave may be taken in 1/2-hour increments. Requests for advance sick leave cannot exceed 240 hours, must be supported by a physician's certificate and must be approved by the Commanding Officer. Advance annual leave will not be granted at any time in excess of the hours that can be accrued through the end of the calendar year. When the sum of advanced annual leave, advanced sick leave, and LWOP granted from beginning of the calendar year accumulates to a total of 80 hours, prior approval must be obtained from the Executive Officer for any additional requests for advanced leave or LWOP. A letter from the employee to the command requesting advance leave is required with the statement "I understand that if I fail to return to work or repay advance, payment will be recouped from my retirement fund."

#### FAMILY FRIENDLY LEAVE ACT

Employees maintaining a sick leave balance of at least 80 hours may be permitted to use up to a total of 104 hours of sick leave per year to care for family members or bereavement. Employees with less than an 80 hour sick leave balance may be permitted to use up to 40 hours of available sick leave per year for the same purpose. The appropriate box on the SF-71 must be checked to indicate the purpose of the sick leave. It is the detachment timekeeper's responsibility to track and monitor sick leave taken under the Family Friendly Leave Act. Data may be requested periodically by the Comptroller for reporting purposes to higher authority.

#### COURT LEAVE

Employees are authorized court leave with pay when summoned to serve as a juror, or as a witness in a nonofficial capacity on behalf of any party in connection with any judicial proceeding to which the United States, the District of Columbia, or a State of local government is a party. When an employee is called for court service, the court order, subpoena or summons must be presented to the supervisor as far in advance as possible. The employee is required to return to duty or be charged annual leave if excused from jury service for 1 day or a substantial part of a day. General rule is that the employee should return to duty if, with commute time, he/she can spend at least one hour at work.

Fees received for jury duty and witness service cannot be retained by the employee. The employee must submit the certificate of attendance from the court clerk and fees received by money order or personal check payable to U.S. Treasury to the CSR by the end of the month following the month in which the jury

duty was performed. Fees not submitted in a timely manner are subject to payroll deduction, or the court leave will be converted to annual leave. An employee who waives or refuses to accept jury fees is still liable to the U.S. Government for the fees he or she would have received. If an employee is called to jury duty on a non-workday, the employee may keep the fees paid.

#### TRAVEL

When an employee is on TDY, the hours worked and hours of leave will be recorded on the time card and T&A report. All time actually spent away from the permanent duty station during the basic workweek will be recorded as time worked or leave taken by the employee's permanent duty station. The travel order will support entries on the time card and T&A report. When an employee is temporarily detailed to another duty station, the employee should continue to forward his time card to the detachment timekeeper via his or her supervisor at the permanent duty station.

#### ACCURACY

The foregoing instructions must be followed explicitly to ensure the accuracy of time cards and reporting of absences. Examples of entries described above are illustrated in enclosure (2).

#### TARDINESS, EXCUSED ABSENCE AND UNAUTHORIZED ABSENCE

Excused absence for tardiness and brief absences is limited to periods of less than 1 hour. At the discretion of the supervisor, the absence may also be compensated for by additional work or may be charged against any compensatory time the employee may have to his or her credit, or be charged to annual leave, LWOP (with the employee's consent), or AWOL.

The Commanding Officer or the Executive Officer has the authority to grant excused absence without loss of pay and without charge to leave in limited circumstances for the benefit of PSA's mission or a Government-wide recognized and sanctioned purpose.

Any employee who fails to report for work during a regularly scheduled workday and does not call their supervisor during the first scheduled hour of work is to be placed in an AWOL status even if the employee calls in at a later hour. Should the employee subsequently prove to the supervisor's satisfaction that it was physically impossible to call in during the first hour of absence, the supervisor will then place the employee in a leave vice AWOL status.

Employees found leaving their duty station prior to the end of normal working hours without permission are to be placed in an AWOL status for the time involved.

#### FILE RETENTION

T & A reports, and supporting time cards and SF-71's shall be retained electronically at the detachment for 6 years. An archive folder for each pay period shall be established on the detachment's server with the assistance of the LAN administrator.

Overtime/Compensatory Time approvals, military orders, jury duty certification, and jury duty fees shall be forwarded to the PSA CSR for retention/deposit.

EMPLOYEE ID	ACT CODE	ORG CODE	EMPLOYEE NAME	PERIOD ENDING
123456789	68553	ASD**	DOE, JOHN C	4/25/98

DEFAULT SCHEDULE			EXCEPTIONS TO DEFAULT		
	BEG.	END.	BEG.	END.	LV/ OTH EXC TYPE
SUN					
MON	0730	1600			
TUE	0730	1600	0800	1630	TCS
WED	0730	1600	0730	1400	2 SL
THU	0730	1600			8 AL
FRI	0730	1600			
SAT			0900	1200	3 CE
SUN					
MON	0730	1600	0730	1300	3 CT
TUE	0730	1600	0830	1600	1 LWOP
WED	0730	1600			8 CL
THU	0730	1600	1130	1600	4 CL
FRI	0730	1600			
SAT					

REMARKS:

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CERTIFICATION: ATTENDANCES AND  
ABSENCES CERTIFIED CORRECT  
OVERTIME APPROVED IN ACCORDANCE  
WITH EXISTING LAWS AND  
REGULATIONS FOR NON-EXEMPT FLSA.  
DID NOT SUFFER OR PERMIT ANY  
OVERTIME WORK OTHER THAN AS  
REPORTED FOR THIS PAY PERIOD.

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AUTHORIZED SIGNATURE





### TIME AND ATTENDANCE (by exception)

DETACHMENT PSD Anywhere	UIC *****	ORG CODE ASD**	POINT OF CONTACT PN1 Schmuck	PHONE 555-5555	PAY PERIOD ENDING 4/25/98
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Fill in only exceptions to the default schedule. Blank indicates employee worked regular 8hr or 9hr shift. Use RDO for employees on AWS.

**Leave**  
 LA = Annual LB = Advanced Annual LC = Court LH = Holiday  
 LS = Sick LG = Advanced Sick LM = Military LY = Time Off Award  
**Non-Paid Absences**  
 KA = LWOP KC = AWOL  
**Comp Time**  
 CE = Earned CT = Taken

Contact PSA Customer Pay Representative (DSN 522-2775) for situations not covered above.

CONTAINS INFORMATION SUBJECT TO THE PRIVACY ACT OF 1974 AS AMENDED.

NAME/SSN		S	M	T	W	T	F	S
DOE, John C.	WK 1				2 LS	8 LA		3 CE
123456789	WK 2		3 CT	1 KA		8 LC	4 LC	
BLOW, Joe	WK 1							
556565556	WK 2							
PUBLIC, Jane Q.	WK 1							
567676789	WK 2	1 KA	8 KA					
	WK 1							
	WK 2							



25 Sep 98

EMERGENCY HOLIDAY WORK AND OVERTIME REQUEST

OVERTIME/COMPENSATORY TIME REQUEST AND AUTHORIZATION (7410) **SAMPLE**

FROM: **NIC Public Affairs Office (Code 290)** DATE: **26 May 1992**

TO: **NIC Chief of Staff (Code 01)** VIAL

It is requested that authorization be given for the following:  
☒ HOLIDAY WORK ☐ COMPENSATORY TIME ☐ CREDIT HOURS/REGULAR COMPENSATORY TIME ☐ ADVANCE REGULAR COMPENSATORY TIME

☒ OVERTIME ☐ COMPENSATORY TIME

PAY NUMBER	FLSA STATUS	TYPE OF OVERTIME	NAME (Last, First, Middle Initial)	NUMBER OF HOURS	DATE	From	To
<b>HOLIDAY WORK</b>							
SN160 123456789	N	2	Joe T. Example	2.0	5-25-92	1400	1600
<b>OVERTIME</b>							
SN160 123456789	N	2	Joe T. Example	.5	5-25-92	1600	1630

JOB ORDER NO. WORK ORDER NO. LOCATION

JUSTIFICATION WHY THE OVERTIME OR COMPENSATORY TIME WORK CANNOT BE ACCOMPLISHED DURING NORMAL WORKING HOURS:  
 (Use reference for Advance Compensatory Time.)  
 Called in on Memorial Day to provide photography support for an on-base accident. Details on file in NIC Legal Office.

SIGNATURE (Requester): **Joe T. BOSS, USN** TITLE: **Public Affairs Officer**

AUTHORIZATION: ☒ APPROVED ☐ NOT APPROVED SIGNATURE (Approving authority): **A. B. Smith, CAPT, USN, Chief of Staff** DATE: **5-26-92**

NOTE: IF THIS REQUEST WAS NOT APPROVED IN ADVANCE OF THE TIME WORKED, ADD JUSTIFICATION FOR APPROVAL AFTER THE FACT.  
 Emergency situation: prior verbal authorization granted by CAPT A. B. Smith. **D. M. Money, CAPT, USN, Chief of Staff**

LEGEND: ☐ FLTA STATUS ☐ TYPE OF OVERTIME  
 0 - NONEXEMPT 1 - REGULARLY SCHEDULED OVERTIME  
 2 - EXEMPT 2 - IRREGULAR OVERTIME

NOTE: THIS REQUEST MAY CONTAIN INFORMATION SUBJECT TO THE PRIVACY ACT OF 1974 AS AMENDED.

NAVJAG FORM 2282 (2-88) (Formerly NAVJAG 4377) SN 01044F-700-000

- (a) 2 hours emergency work performed during scheduled shift hours (0730-1600) on a holiday (see timecard ) are classified as holiday work.
- (b) This FLSA-N employee did not elect to work compensatory time; .5 hours worked OUTSIDE of scheduled shift on a holiday is considered overtime.
- (c) Justification meets restriction criteria.
- (d) Required when NC 2282 is not signed and approved prior to work performance.

Enclosure (5)